



United States
Department of
Agriculture

Food and Nutrition Service

Office of Research,
Nutrition and Analysis

December 2007

Nutrition Project and Abstract Submission and Search System (NPASS)

User Manual for Public Pages

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Introduction

The United States Department of Agriculture, Food and Nutrition Service (FNS) strives to strengthen nutrition education offered through its nutrition assistance programs by disseminating and sharing promising practices and formative research with stakeholders that administer or partner with these programs. FNS facilitates this gathering and sharing by:

- Soliciting the voluntary submission of abstracts for presentation at national and regional conferences;
- Inviting stakeholders to submit project profiles for sharing with others; and
- Accepting nominations from peers for nutrition education efforts deserving national recognition.

In September 2005, FNS' Office of Analysis, Nutrition and Evaluation (renamed in 2007 as Office of Research, Nutrition, and Analysis) contracted with American Systems Corporation to develop an online system for the voluntary collection and sharing of conference abstracts, project profiles and award nominations. The resulting Nutrition Project and Abstract Submission and Search (NPASS) system is designed to make the process of submitting and searching for abstracts, award nominations and project profiles time-efficient and user friendly. NPASS was first made available to the public via the FNS Web site in January 2008.

Information collected by NPASS will be used by FNS to identify promising nutrition education practices that will then be shared with other nutrition education providers through presentations at nutrition education conferences and a searchable online database.

Overview

NPASS is composed of three related components: Public Submission and Search Pages, an Administrator Application, and a Reviewer Application.

- *Public Submission and Search Pages*- This section of NPASS is accessible to the general public via the FNS Web site. Users can submit an abstract, award nomination or project profile to FNS for consideration or they can search/browse through accepted submissions that FNS has made available for sharing.
- *Administrator Application*-This section of NPASS is accessible to authorized FNS personnel through the FNS' PartnerWeb. Designated NPASS Administrators can assign reviewer and administrative privileges to other users; set up collections for abstracts, award nominations and project profiles; manage submissions received; publish an abstract book; and generate reports and data files.
- *Reviewer Application*-This section of NPASS is accessible to authorized users (internal and/or external to FNS) though FNS' PartnerWeb. The Reviewer Application provides facilities for designated reviewers to view submissions and rate them.

NAVIGATING NPASS

The three components of the NPASS system follow a similar navigational layout (see Figure A: NPASS Public Page Navigation).

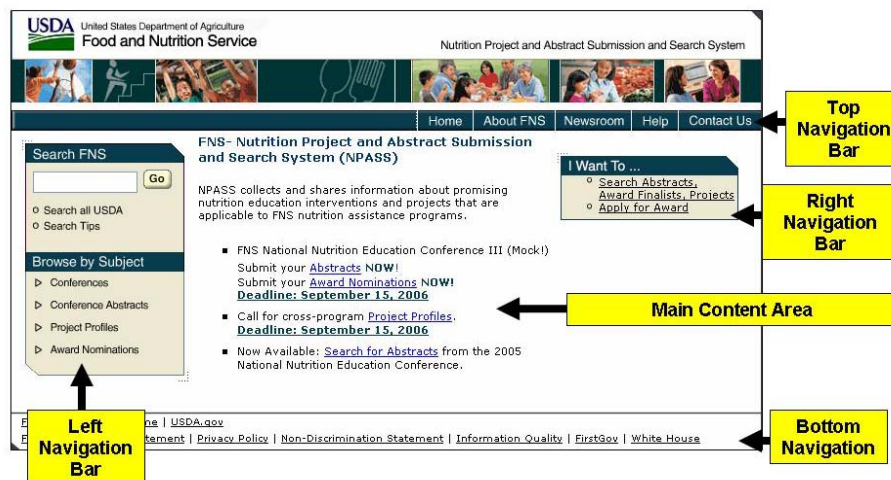


Figure A: NPASS Public Page Navigation

Top Navigation

The top navigation bar contains links to:

- NPASS Home
- About FNS-provides an overview of the agency's mission and history.
- FNS Newsroom-highlights current events and happenings from FNS.
- NPASS Help-the NPASS User Manual provides technical assistance and further instruction on using the system.
- Contact Us-provides information on how to contact the NPASS Administrator.

Left Navigation

The “Search FNS” section of the left navigation bar allows users to search either the FNS Web site or the entire USDA Web site. This search feature does not look for accepted abstracts, award nominations or project profiles in the NPASS database. Information on searching the NPASS database is available on page 47.

The “Browse by Subject” section of the left navigation bar is specific to each functional area of the NPASS application. Details of each function of the NPASS Public Pages are provided in this user guide. When navigating through the Public pages, the highlighted item on the left navigation bar will always indicate the specific functional area the user is browsing.

Right Navigation

The right-hand navigation bar appears as an “I Want To...” menu on certain pages. Links appearing in the “I Want To...” menu appear when certain conditions are met. For example, the “Apply for Award” menu item appears when there is an open call for award nominations.

Main Content Area

The main content area in the center of the screen spotlights calls for abstracts, award nominations and project profiles.

The Bottom Navigation

The bottom navigation directs users out of the NPASS application to the FNS Home page, the Food, Nutrition, and Consumer Services (FNCS) Home page, USDA.gov, Freedom of Information Act information, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, USA.gov and the White House Web site.

Public Pages

The NPASS Public Pages allow the general public to search and browse accepted abstracts and project profiles and descriptions of FNS award winners that the NPASS Administrator has posted to the FNS Web site. At designated times, public users may also draft and submit abstracts, project profiles and award nominations.

NAVIGATING THE NPASS PUBLIC PAGES

The NPASS Public Pages are available via the FNS Web site at: <https://www.fnssecure.usda.gov/oane/application>. The Main functional areas of NPASS are available using the left “Browse by Subject” navigation bar (see Figure B: NPASS Main Public Page). These areas include:

- *Conferences*-provides information on FNS National Nutrition Education Conferences.
- *Conference Abstracts*-provides information regarding FNS' open calls for conference abstracts and links to the abstract, project profile and award winner search pages.
- *Project Profiles*-provides information regarding FNS' open calls for project profiles and links to the abstract, project profile and award winner search pages.
- *Award Nominations*-provides information regarding FNS' open calls for award nominations and links to the abstract, project profile and award winner search pages.

When navigating through the Public Pages, the highlighted item on the left navigation bar indicates the area the user is browsing (e.g., Conferences will be highlighted on the left navigation bar when on the Conferences page).

The “I Want To...” menu on the right side of the main Public page provides shortcuts to currently available functions (e.g., link to submit a new abstract appears when the submission period is open).

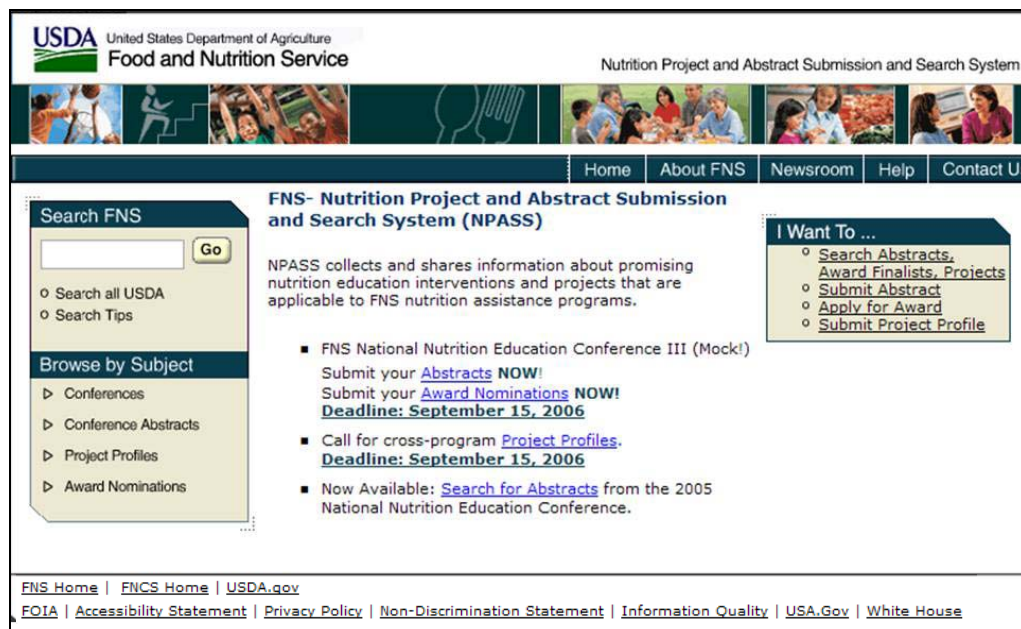


Figure B: NPASS Main Public Page (Home Page)

CONFERENCE PAGES

Select the “Conferences” menu item from the left navigation bar to display the Main Conferences page. Conferences with a currently open abstract submission period are displayed in the table in the center of the page (see Figure C: Conferences Main Page). For more details regarding the conference displayed, click on the conference title in the first column of the table.

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Nutrition Project and Abstract Submission and Search System

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○ Search Tips

Browse by Subject
▸ Conferences
▸ Conference Abstracts
▸ Project Profiles
▸ Award Nominations

As part of its ongoing effort to improve collaboration, the Food and Nutrition Service sponsors nutrition education conferences. Information about conferences with an open call for abstracts is displayed below. For information about past conferences, visit the [2005 FNS National Nutrition Education Conference II website](#).

| Open Conference | Submission Acceptance Dates |
|---|-----------------------------|
| FNS National Nutrition Education Conference III | 5/22/2007 - 5/30/2007 |

I Want To ...
○ [Submit abstract](#)
○ [Submit award nomination](#)

[FNS Home](#) | [FNCS Home](#) | [USDA.gov](#)
[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)

Figure C: NPASS Conferences Main Page

This displays a Conference Detail page that provides a description of the conference and its theme, conference dates, conference abstract and (if applicable) award nomination submission dates, conference location and links to additional conference information (see Figure D: Conference Detail Page Example). Return to the Conference main page by selecting the “Conferences” menu item on the left navigation bar.

When a submission period is open for either abstracts or award nominations related to a conference, the navigational “I Want To...” menu will be visible on the right side of the Conference main page. This menu provides links to the submission forms.

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Browse by Subject

- ▷ Conferences
- ▷ Conference Abstracts
- ▷ Project Profiles
- ▷ Award Nominations

Conference Detail

Conference Title
 FNS National Nutrition Education Conference III

Conference Description
 FNS Program staff and partners gather together to share promising practices regarding nutrition educ

Conference Dates
 10/9/2007 - 10/11/2007

| Submission Type | Accepted Start | Accepted End |
|---------------------|----------------|--------------|
| Abstract Submission | 5/22/2007 | 5/30/2007 |
| Award Nomination | 5/22/2007 | 5/30/2007 |

Conference Theme
 Nutrition Connections: People, Programs, Science, Community

Location
 Hyatt Regency Crystal City

City
 Arlington

State
 Virginia

Conference Help Contact Email
alicia.white@fns.usda.gov

Conference Help Contact Phone Number
 703-305-2209

Figure D: Conference Detail Page Example

CONFERENCE ABSTRACT PAGES

Selecting “Conference Abstracts” from the left navigation bar will display the Conference Abstracts main page (see Figure E: Conference Abstracts Main Page). This page provides information and instructions regarding FNS calls for conference abstracts. Users are encouraged to review the instructions on this page before they start the submission process. A navigational “I Want To...” menu on the right side of the Conference Abstract main page displays functions that are currently available to users:

- Submitting a New Abstract (only displays during the abstract submission period)
- Editing an Existing Draft Abstract (only displays during the abstract submission period)
- Viewing the Status of an Abstract Submission
- Searching for Accepted Abstracts Posted by FNS

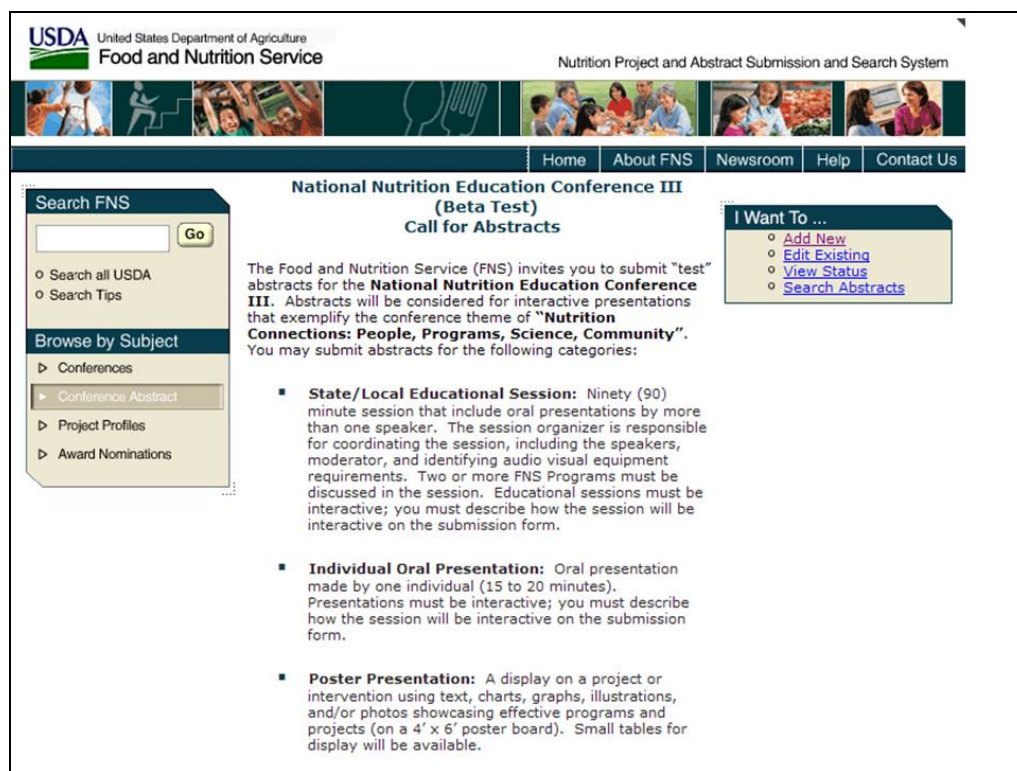


Figure E: Conference Abstracts Main Page

Submitting a New Abstract

To submit a new conference abstract, users are encouraged to first review the instructions on the Conference Abstracts main page. Clicking the “Add New” link in the “I Want To...” menu on the right side of the Conference Abstracts page leads to the introductory page of the Abstract Submission Form.

Abstract Submission Tips:

- On the Abstract Submission Form, a red “*” denotes questions for which answers are required (i.e., users may not submit their abstract unless these fields are completed).
- Help tips are available at certain places throughout the form. These tips are denoted by the “?” symbol and are visible when the user places the mouse cursor over the top of the symbol (see Figure F: Submission Form Help Tip Example). NPASS Help Tips provide definitions for terms and/or give added guidance on how to answer form questions.
- Users may save a draft of their abstract and return later to complete the submission process. However, the abstract must be submitted before the end of the submission period.
- Users may withdraw draft versions of their abstract from consideration. Once an abstract is submitted to FNS, users must contact the NPASS Administrator (NPASS@fns.usda.gov) to withdraw their abstract.
- Once an abstract is submitted, users cannot edit their submission.
- NPASS does not include a spell check or word count feature. Users are encouraged to write, spell check, and check the length of their abstract using a word processing program. The abstract can then be cut and pasted into the NPASS form. Users are also encouraged to carefully review their submission using the form’s “Preview and Submit” page to check for any errors.

The screenshot displays the NPASS Submission Form interface. At the top, the USDA logo and 'Food and Nutrition Service' are visible, along with the title 'Nutrition Project and Abstract Submission and Search System'. A navigation bar includes links for Home, About FNS, Newsroom, Help, and Contact Us. On the left, a 'Search FNS' sidebar offers options to search all USDA, search tips, and browse by subject (Conferences, Conference Abstracts, Project Profiles, Award Nominations, Important Information). The main content area is titled 'Educational Abstract' and shows 'Submission ID: 906'. A 'Save Draft & Return Later' link is present. Below this is a tabbed interface with tabs for Tracks, Objectives, Organizer, Abstract, Speakers, Programs, Keywords, and Preview & Submit. The 'Speakers' tab is active, showing the 'Contact Information for New Speaker' section. A help tip (a question mark icon) is visible over the 'If the speaker is affiliated with an FNS Program please indicate the name of the program (e.g., Food Stamp Program) in the Department field.' text. The form fields include: * First Name, Middle Initial, * Last Name, Credentials, and a Department field.

Figure F: Submission Form Help Tip Example

Parts of the Abstract Submission Form:

- **First Page**-this page creates an account for the abstract in the NPASS database (see Figure G: Abstract Submission Form First Page). When the submitter completes all requested fields and clicks the “Next” button at the bottom of the page, the abstract is assigned a unique identification number (ID) and password. The Abstract ID and password is sent to the submitter in an e-mail message. The ID and password are needed for users to gain access to a saved draft of their abstract or to view its status. The first page of the Abstract Submission Form requests the following information:
 - *Category of Abstract Submission*-whether the abstract should be considered for an Educational Session, Individual Oral Presentation or Poster Session.
 - *Abstract Title*-users may enter an abstract title up to 140 characters long (including spaces). Users may later edit this title on the “Abstract” page of the form.
 - *Submitter’s E-mail*-NPASS will send an e-mail to this address specifying the abstract ID and password. Users will need this ID and password to return to a saved draft of their abstract and/or to view the status of their abstract. Users should exercise care in entering their e-mail address correctly as they cannot edit or change their e-mail address after leaving this page.

Figure G: Abstract Submission Form First Page

- Important Information Page**-this second page of the form provides technical information on how to complete form including explanations of help tips, navigating the form, saving drafts, etc. As users complete the remainder of the Abstract Submission Form, they can return to this page by selecting the “Important Information” option on the left navigation bar (see Figure H: Link to Important Information Page (i.e., Instructions/Criteria) From Submission Form). Selecting this option opens the Important Information page in a new browser window (i.e., so both the form and Information page are open at the same time).

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Food and Nutrition Service

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Browse by Subject
▷ Conferences
▷ Conference Abstracts
▷ Project Profiles
▷ Award Nominations
▶ **Important Information**

Educational Abstract Tracks
Submission ID: 906
[Save Draft & Return Later](#)

Tracks Objectives Organizer Abstract Speakers Programs Keywords Preview & Submit

4* - Track: Please select the track that your session fits into the best

☐ **Track 1** - Healthy FNS Initiatives - Programs or projects that use FNS initiatives, resources, and priorities to address nutrition issues.

☐ **Track 2** - Program Enhancement Through Collaboration and Partnering - Programs or projects highlighting cross-program networking, collaboration, and coordination initiatives including those implementing State Nutrition Action Plans (SNAPs).

☐ **Track 3** - Translating Research Into Practice - Programs or projects that demonstrate how current scientific research, nutrition education theories, and/or evaluation was applied to improve nutrition education in different settings.

☐ **Track 4** - Nutrition Education Showcase - Programs and projects that apply successful nutrition education approaches for providing integrated and comprehensive nutrition education.

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Figure H: Link to Important Information Page (i.e., Instructions/Criteria) From Submission Form

- Remaining Pages**-the remaining content of the Abstract Submission Form is dependent upon the category of abstract (i.e., Educational Session Abstract or an Individual Oral/Poster Session Abstract) selected as well as how the NPASS Administrator sets up the collection cycle. Generally, these pages include the following features (see also Figure I: Example of Educational Session Abstract Remaining Pages):
 - Page Title**-appears at the top of the form to indicate the form currently being completed by the user.
 - Submission ID Number**-the abstract ID number appears at the top of the form under the page title. Users should include this ID number in any e-mails to NPASS Help (NPASS@fns.usda.gov).
 - Save Draft and Return Later link**-this link appears at the top of the form under the Abstract ID number. NPASS will store data entered on each page temporarily, but users must “save a draft” or submit their abstract before leaving the form to prevent data loss. Users are encouraged to “save a draft” of their submission when interrupted by other work.
 - Navigational Tabs**-are located at the top of the form and enable the users to jump to different sections of the form. Either the navigational tabs or buttons should be used to navigate the form. The Web browser’s “back” button should not be used to navigate the form as this will result in errors and data loss.
 - Navigational Buttons**–“Next” and “Previous” buttons at the bottom of the form, when applicable, enable users to move sequentially through the form. Either the navigational tabs or buttons should be used to navigate the form. The Web browser’s “back” button should not be used to navigate the form as this will result in errors and data loss.

The screenshot shows the 'Educational Abstract' form within the USDA Food and Nutrition Service's Nutrition Project and Abstract Submission and Search System. The form includes a search bar on the left, a submission ID of 901, and a 'Save Draft & Return Later' link. A series of tabs at the top allow navigation between different sections: Tracks, Objectives, Organizer, Abstract, Speakers, Programs, Keywords, and Preview & Submit. The 'Abstract' tab is currently selected, showing a title field with the text 'What's for Dinner: How to Fix Healthy Meals Fast' and a large text area for learning objectives. A red asterisk and the text 'Required Field Symbol' point to the first learning objective field. A yellow box labeled 'Abstract ID' points to the submission ID 901. Another yellow box labeled 'Save Draft Link' points to the 'Save Draft & Return Later' link. A yellow box labeled 'Navigational Tabs' points to the tabbed interface at the top of the form content area.

Figure I: Example of Educational Session Abstract Remaining Pages

Specific pages (as denoted by the navigational tabs at the top of the form) differ based upon the type of abstract submission. Remaining pages for Individual Oral and/or Poster Abstracts include:

- **Tracks**-Users are required to identify the Conference Track that the abstract falls under.
- **Objectives**-Users are required to identify which Conference Objective(s) the abstract will address.
- **Submitter**-This page requests contact information for the individual completing the Abstract Submission Form (See Figure J: Submitter Information on Abstract Submission Form). FNS will send information concerning the abstract's acceptance or rejection to the submitter. Submitters have the option of selecting a check box indicating that he/she is also an abstract author. This prevents the user from having to enter his/her contact information twice.

The screenshot displays the USDA Food and Nutrition Service website interface for the 'Nutrition Project and Abstract Submission and Search System'. The page is titled 'Individual/Poster Abstract' and shows a submission ID of 907. A yellow callout box points to a checkbox labeled 'Are you also an author?' with the text 'Check Box Indicating Whether Submitter is an Author'.

Navigation tabs at the top include: Home, About FNS, Newsroom, Help, Contact Us.

Search FNS section includes: Search all USDA, Search Tips, Browse by Subject (Conferences, Conference Abstract, Project Profiles, Award Nominations, Important Information).

Submission ID: 907

Save Draft & Return Later

Navigation tabs: Tracks, Objectives, Submitter, Authors, Abstract, Programs, Keywords, Preview & Submit

6 - Contact Information for Submitter ?

- Are you also an author? Check this box if you are also an author. ☐

* First Name

Middle Initial

* Last Name

Figure J: Submitter Information on Abstract Submission Form

- **Authors**-The “Authors” page requests names and contact information for abstract authors. Users also designate the order in which author names will appear in the Conference Abstract Book and the online NPASS database. The author’s institution, department, city and state will also be listed in the Abstract Book and database. Personal contact information (i.e., telephone number, fax number, street address and e-mail address) will not be shared with the public.
 - To add a new author, click the “Add a New Author” link at the bottom of the page. Complete the requested information and select the “Add This Author” link (see Figure K: Adding Abstract Author Information).

Search FNS
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o Search all USDA
o Search Tips
Browse by Subject
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o Important Information

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Individual/Poster Abstract
Submission ID: 902
Save Draft & Return Later

Tracks Objectives Submitter Authors Abstract Programs Keywords Preview & Submit

Contact Information for New Author
Please add the author's contact information below. When you are finished, press Add This Author or press Cancel to cancel your changes.

* First Name
Middle Initial
* Last Name
Credentials
Title
Institution
Department
* Address 1
Address 2
* City
* State
* Zip
* Telephone
Fax
Email

Add This Author Cancel

Submit New Author Information Link

Figure K: Adding Abstract Author Information

- To edit an existing author, click the “Edit” link next to the author's name (see Figure L: Viewing/Editing Abstract Author Information). Edit the information and select the “Commit Changes to This Author” link after the e-mail field. If the author is also the submitter, return to the Submitter page to edit the contact information.
- To designate the order in which authors will appear in the Conference Abstract Book and NPASS database, change the numerical ranking under the “order” column (see Figure L: Viewing/Editing Abstract Author Information). For example, an author with the order number of “1” will appear first in the Abstract Book and NPASS database.
- To delete an author, click the “Delete” link next to the author's name. To remove the submitter's designation as an author, click on the Submitter tab at the top of the form and unmark the check box next to the question, “Are you also an author?”.

Individual/Poster Abstract

Submission ID: 894

[Save Draft & Return Later](#)

[Tracks](#) [Objectives](#) [Submitter](#) [Authors](#) [Abstract](#) [Programs](#) [Keywords](#) [Preview & Submit](#)

Please verify the author information below. If you would like to add a new author, click **Add A New Author** below. To edit an existing author, click **Edit** next to the author's name. To delete an author, click **Delete** next to the author's name.

| Author Name | Edit? | Delete? | Order |
|---------------------|----------------------|------------------------|-------|
| Alicia H White | Edit | N/A | 3 |
| Donna Blum-Kernelor | Edit | Delete | 2 |
| Heather Hopwood | Edit | Delete | 1 |
| Mary Herrup | Edit | Delete | 4 |

[Add A New Author](#) [Add Additional Authors Link](#)

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Ton

Specify the order that authors should appear in the Abstract Book and NPASS Database.

Figure L: Viewing/Editing Abstract Author Information

- **Abstract**-The “Abstract” page allows for editing of the abstract title and requests information concerning the abstract's learning objective, the abstract itself, evidence-based success information and (for Individual Oral Abstracts only) how the presenter will make the session interactive.
- **FNS Program**-Users select all FNS programs involved in the project. At least one FNS program must be selected.
- **Keywords**-Users select the keywords that best describe the content of the abstract. Keywords help public users search for accepted abstracts that FNS has posted in the NPASS database. The selection of keywords is not required for submission.

- **Preview/Submit Page**-Users preview their entire abstract submission on one page. NPASS will indicate missing required fields on the preview page. If all required fields are completed, a “Submit” button will display at the bottom of the page. Users may also withdraw their submission, by clicking the “Withdraw” link at the top of the Preview page.

Binned Abstract:
In July 2000, USDA's Food and Nutrition Service (FNS) launched the Eat Smart. Play Hard.[™] nutrition education campaign. The Eat Smart. Play Hard.[™] campaign conveys science-based, behavior-focused messages about healthy eating and physical activity that are based on the Dietary Guidelines for Americans. The campaign is a cross-program initiative that reaches participants in all FNS programs. However, the primary target audience for this campaign is school-aged children (5 to 12 years) and their caregivers. The campaign is designed to reach the target audience where they live, work and play. Communication vehicles and strategies include the Power Panther spokesperson, posters, brochures, educational materials such as lesson plans, the campaign website, and a variety of promotional materials. Many of the materials are also available in Spanish. This session provides an update on Eat Smart. Play Hard.[™] tools and resources, formative research, materials, and promotional activities. A preview of upcoming tools and resources will be presented. The session will also highlight activities at the State level that put Eat Smart. Play Hard.[™] resources in action.

Interactive Presentation Approach:
This presentation will involve small group discussion and brainstorming.

Evidence-Based Success Information:
Since 2000, all 50 states and most territories have requested and used the campaign's resources, including Power Panther. More than 150,000 people now visit the Eat Smart. Play Hard.[™] website each month.

PROGRAMS
Child Nutrition Program - School Breakfast/Lunch/Milk (SBR/NSLP/SMP)
Food Stamp Program (FSP)
Special Supplemental Nutrition Program for Women, Infant and Children (WIC)

KEYWORDS
Children
Eat Smart. Play Hard. (Power Panther)

Congratulations! Your abstract is ready to be submitted to FNS for consideration. Carefully review the preview of your submission. Once you have submitted your abstract, you will no longer be able to make changes. [Submit](#)

You may also save this submission as a draft and return to it later. Click [here](#) to save a draft.

[FNS Home](#) | [FICS Home](#) | [USDA.gov](#)
[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [USA.Gov](#) | [White House](#)

Figure M: Submit Button on a Submission Form Preview and Submit Page

Remaining pages for Educational Session Abstracts include:

- **Tracks**-Users are required to identify the Conference Track that the abstract falls under.
- **Objectives**-Users are required to identify which Conference Objective(s) the abstract will address.
- **Organizer**-This page requests contact information for the individual serving as the organizer for the educational session. FNS will send information concerning the abstract's acceptance or rejection to the organizer. Users have the option of selecting a check box indicating that the Organizer will also be a speaker for the educational session (see Figure N: Organizer Information on the Abstract Submission Form for Educational Sessions). This prevents the user from having to enter the same contact information multiple times. Fields marked as "***" are required only if the organizer will also be a speaker. These required speaker-related fields include the speaker's presentation title and description and a speaker biography.

Figure N: Organizer Information on the Abstract Submission Form for Educational Sessions

- **Speakers**-Users provide speaker names and contact information, and the speakers' presentation title and descriptions. Users also designate the order in which speaker names will appear in the Conference Abstract Book. The speaker's institution, department, city and state will also appear in the Conference Abstract book and NPASS online database. Personal contact information (e.g., street address, telephone number and e-mail address) will not be shared with the public. Educational session abstracts are required to list at least two speakers.

- To add a new speaker, click the “Add a New Speaker” link at the bottom of the page. Complete the requested information and select the “Add This Speaker” link after the e-mail field (see Figure O: Speaker Information on Educational Session Abstract Submission Form).
- To edit an existing author, click the “Edit” link next to the speaker's name. Edit the information and select the “Commit Changes to This Speaker” link after the e-mail field (see Figure O: Speaker Information on Educational Session Abstract Submission Form).

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Educational Abstract
Submission ID: 904
[Save Draft & Return Later](#)

[Tracks](#) [Objectives](#) [Organizer](#) [Abstract](#) [Speakers](#) [Programs](#) [Keywords](#) [Preview & Submit](#)

Please verify the speaker information below. If you would like to add a new speaker, click **Add A New Speaker** below. To edit an existing speaker, click **Edit** next to that speaker's name. To delete a speaker, click **Delete** next to that speaker's name.

| Speaker(s) | Speaker Name | Edit? | Delete | Order |
|------------|--------------|----------------------|------------------------|-------|
| | Jane Doe | Edit | Delete | 1 |
| | John Smith | Edit | Delete | 2 |
| | Mary Jane | Edit | Delete | 3 |

[Add A New Speaker](#)

Specify the order that speakers should appear in the Abstract Book and NPASS Database.

Add Additional Speakers Link

Figure O: Speaker Information on Educational Session Abstract Submission Form

- **Abstract**-This page allows for editing of the abstract title and requests information concerning the educational session's learning objectives, the educational session description, and how the presenters will make the session interactive.
- **FNS Program**-Users select all FNS programs involved in the project. At least one FNS program must be selected.
- **Keywords**-Users select the keywords that best describe the content of the abstract. Assignment of keywords is optional.
- **Preview/Submit Page**-Users preview their entire abstract submission on one page. NPASS will indicate missing required fields on the preview page. If all required fields are completed, a “Submit” button will display at the bottom of the page. Users may also withdraw their submission, by clicking the “Withdraw” link at the top of the Preview page.

Submission Confirmation

Once users click the “Submit” button the abstract is sent to FNS for review. The submitter receives both an onscreen confirmation (see Figure P: Confirmation of Abstract Submission) as well as a confirmation letter sent to their e-mail account. Once an abstract has been submitted, it cannot be edited or withdrawn by the submitter using the online system. Users must contact the NPASS Administrator (NPASS@fns.usda.gov) to withdraw it.

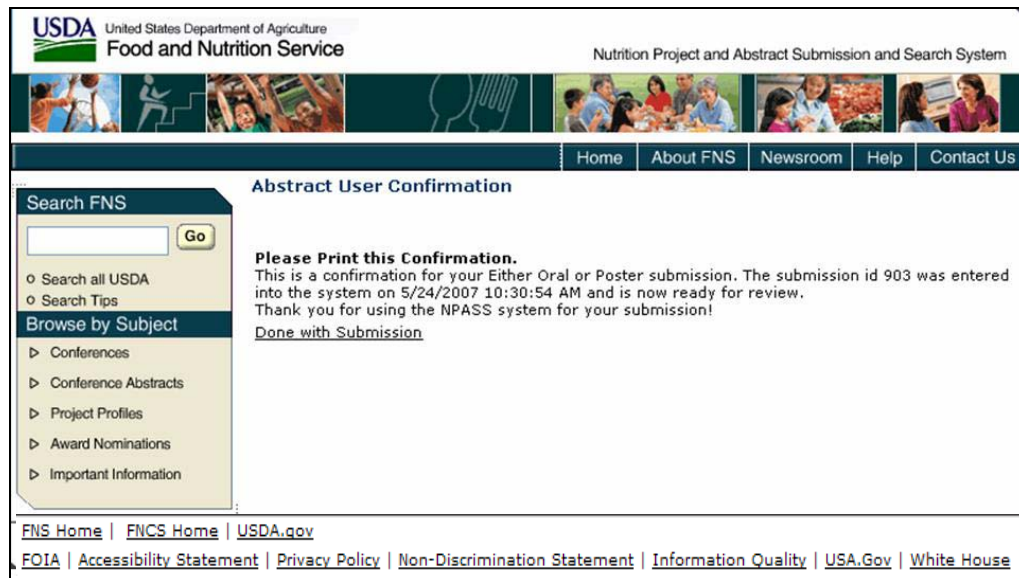


Figure P: Confirmation of Abstract Submission

Editing an Abstract

Users may edit the saved draft of their abstract if the Submission Close Date has not passed. The user creates a saved draft of their abstract by clicking the “Save Draft & Return Later” link at the top of the Abstract Submission Form (see Figure I: Example of Educational Session Abstract Remaining Pages). Abstracts that the user has submitted to FNS cannot be edited by the submitter.

Saved abstract drafts may be accessed by selecting “Conference Abstracts” on the left navigation bar. On the Conference Abstracts page, users select the “Edit Existing” link in the “I Want To...” menu on the right side of the screen. Users will then be asked to enter the abstract ID and password for the abstract they are attempting to edit (see Figure Q: Access Page for Editing Draft Submissions in NPASS).

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▷ Award Nominations
▷ Important Information

View or Modify your Abstract, Award Nomination or Project Profile Submission

Enter the ID number and password that was sent to your email account when you started the submission process.

ID:

Password:

If you do not know the ID number and password [Forgotten Password](#)
If you would like to change your submission password [Change Password](#)

Submit

Figure Q: Access Page for Editing Draft Submissions in NPASS

This information was sent to the Submitter's e-mail account when they completed the first page of the Abstract Submission Form (see Figure R: NPASS E-mail to Submitters Indicating Submission ID and Password). Once the ID and password is provided and the "Submit" button at the bottom of the screen is selected, users are taken to the draft of their Abstract Submission Form. Users can edit all fields except the Submitter's e-mail address and the abstract category (e.g., poster only). Users may again "save" the revised draft, submit or withdraw the submission.

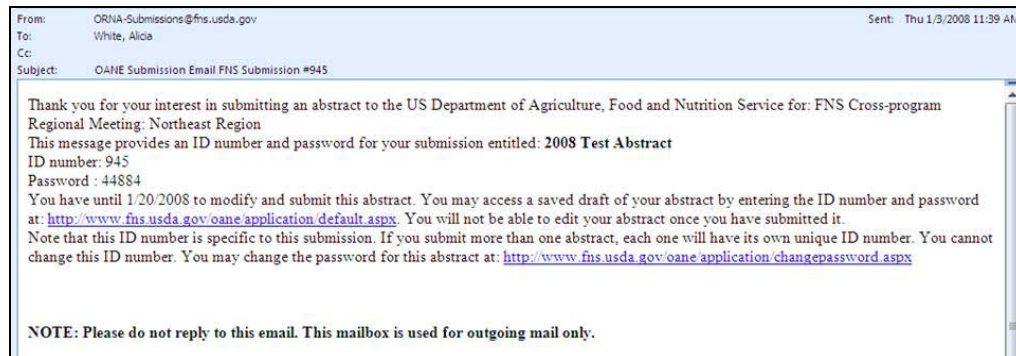


Figure R: NPASS E-mail to Submitters Indicating Submission ID and Password

Viewing the Status of an Abstract

To check the status of a submission, select “Conference Abstracts” on the left navigation bar. Then, select the “View Status” link in the “I Want To...” menu on the right side of the screen. Users then enter the Abstract ID and password for the abstract (see Figure Q: Access Page for Editing Draft Submissions in NPASS) and select the “Submit” button at the bottom of the screen. The ID and password are sent to the Submitter’s e-mail account when they complete the first page of the Abstract Submission Form (see Figure R: NPASS E-mail to Submitters Indicating Submission ID and password). The status of the abstract is displayed directly below the password data entry field (see Figure S: Display of Submission Status). If the abstract has a status of “draft” and the Submission Close Date has not passed, users are taken directly to the draft of the Abstract Submission Form.

The screenshot displays the NPASS web interface. At the top, the USDA logo and "United States Department of Agriculture Food and Nutrition Service" are visible, along with the title "Nutrition Project and Abstract Submission and Search System". A navigation bar includes links for Home, About FNS, Newsroom, Help, and Contact Us. On the left, a "Search FNS" section has a search box and a "Go" button. Below it, a "Browse by Subject" menu lists "Conferences" and "Conference Abstract" (which is selected). The main content area is titled "View or Modify your Abstract, Award Nomination or Project Profile Submission". It prompts the user to "Enter the ID number and password that was sent to your email account when you started the submission process." The ID field contains "903". The password field is empty. Below the password field, a red message states: "This submission has been submitted and cannot be edited." A yellow callout box labeled "Status Message" with an arrow points to this message. Below the message, there are links for "Forgotten Password" and "Change Password", and a "Submit" button at the bottom.

Figure S: Display of Submission Status

Forgotten Password and/or Abstract ID

An Abstract ID and password is needed to access saved drafts of abstracts or to view the status of an abstract. After a submitter completes the first page of the Abstract Submission Form, NPASS sends an e-mail to the submitter specifying the Abstract ID and password. If users misplace this e-mail, they can request a reminder e-mail from NPASS. Selecting either the “Edit Existing” or “View Status” links in the “I Want To...” menu on the Conference Abstracts page leads users to the ID/Password page. To receive a reminder e-mail from NPASS that contains the password and Abstract ID, the user should click the “Forgotten Password” link on this page (see Figure Q: Access Page for Editing Draft Submissions in NPASS). Users are requested to provide the e-mail address of the abstract submitter and then click the orange “Submit” button (see Figure T: Forgotten Password Page). If the entered e-mail address matches one in the NPASS database, the submitter will receive an e-mail listing the ID, password and title for all of his/her submissions (abstracts, award nominations and project profiles).

Figure T: Forgotten Password Page

Changing Abstract Passwords

NPASS automatically assigns a password to each abstract. Users can change this password to one of their choosing. Selecting either the “Edit Existing” or “View Status” links in the “I Want To...” menu on the Conference Abstracts page leads users to the ID/Password page (see Figure Q: Access Page for Editing Draft Submissions in NPASS). To change the password, users select the Change Password link on this page. Then, users are prompted to enter the existing Abstract ID and password, followed by the new password (see Figure U: Page to Change Submission Password in NPASS). Passwords must be between 5-50 characters long and alphanumeric. Clicking on the “Submit” button establishes the new password in NPASS. Note that the password is related to the Abstract ID and not the submitter. Consequently, the password change is only in effect for a specific Abstract ID. Passwords for any of the submitter’s other abstracts will remain unchanged.

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Change Password for Abstract, Award Nomination or Project Profile Submission

Enter the ID number and password that was sent to your email account when you started the submission process.

ID:

Old Password:

Please enter a new password with 5 or more characters.

New Password:

Verify New Password:

Search FNS

- Search all USDA
- Search Tips

Browse by Subject

- Conferences
- Conference Abstracts
- Project Profiles
- Award Nominations
- Important Information

FNS Home | OANE Home | USDA.gov
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

Figure U: Page to Change Submission Password in NPASS

PROJECT PROFILES

FNS occasionally invites the voluntary submission of profiles of State and local nutrition education projects that are successful. These “project profiles” help inform the development of new nutrition education materials at the Federal, State or local level and inform educators of promising intervention methods. Selecting “Project Profiles” from the left navigation bar will display the Project Profiles main page. This page provides information and instructions regarding calls for project profiles. Users are encouraged to review the instructions on this page before they start the submission process.

Project Profiles with a currently open submission period are displayed in the table at the bottom of the main Project Profiles page (see Figure V: Project Profiles Main Page). More information on the project profile collections displayed can be obtained by clicking on the title in the first column of the table. This displays a Project Profile Detail page which provides a description of the project profile collection, its submission dates and links to additional project profile information. Users may return to the Project Profiles main page by selecting the Project Profiles menu item on the left navigation bar.

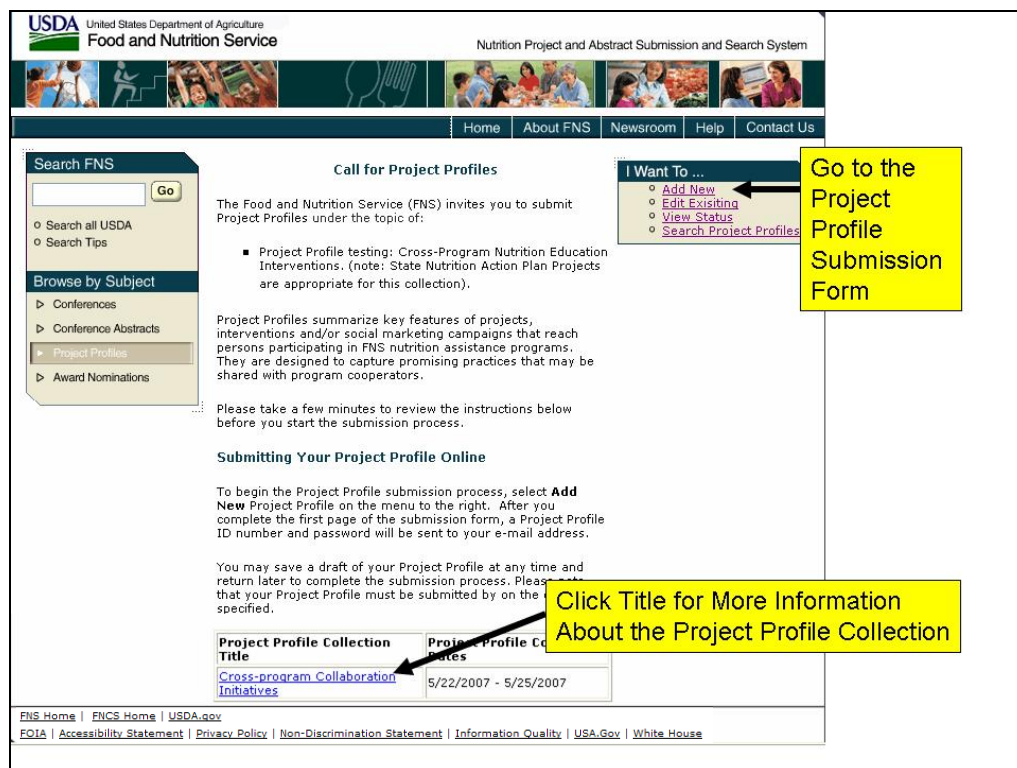


Figure V: Project Profiles Main Page

A navigational “I Want To...” menu on the right side of the Project Profiles main page displays links to functions that are currently available to users:

- Submitting a New Project Profile (only displays during the project profile submission period)
- Editing an Existing Draft Project Profile (only displays during the project profile submission period)

- Viewing the Status of a Project Profile Submission
- Searching for Accepted Project Profiles Posted by FNS

Submitting a New Project Profile

To submit a new project profile, users should first review the instructions on the Project Profiles main page. Click the “Add New” link in the “I Want To...” menu on the right side of the Project Profile page to go to the Project Profile Submission Form (see Figure V: Project Profiles Main Page).

Project Profile Submission Tips:

- On the Project Profile Submission Form, a red “*” denotes questions for which answers are required (i.e., users may not submit their project profile unless these fields are completed).
- Help tips are available at certain places throughout the form. These tips are denoted by the “?” symbol and are visible when the user places the mouse cursor over the top of the symbol (see Figure F: Submission Form Help Tip Example). NPASS Help Tips provide definitions for terms and/or give added guidance on how to answer form questions.
- Users may save a draft of their project profile and return later to complete the submission process. However, the project profile must be submitted before the end of the submission period.
- Users may withdraw draft versions of their project profile from consideration. Once a project profile is submitted to FNS, users must contact the NPASS Administrator (NPASS@fns.usda.gov) to withdraw it.
- Once a project profile is submitted, users may not edit their submission.
- NPASS does not include a spell check or word count feature. Users are encouraged to write, spell check, and check the length of their project profile using a word processing program. The project profile can then be cut and pasted into the NPASS form. Users are also encouraged to carefully review their submission on the form’s Preview and Submit page to check for grammatical and spelling errors.

Parts of the Project Profile Submission Form:

- **First Page**-this page creates an account for the project profile in the NPASS database (see Figure W: First Page of the Project Profile Submission Form). When the submitter completes all requested fields and clicks the “Next” button at the bottom of the page, the project profile is assigned its own unique ID and password. The Project Profile ID and password is sent to the submitter in an e-mail message. The ID and password are needed for users to gain access to a saved draft of their profile or to view its status. The first page of the Project Profile Submission Form requests the following information:
 - *Category of Project Profile Submission*-This specifies under which project profile collection the user is submitting since there may be multiple project profile collections (each with different evaluation criteria) open at the same time.
 - *Project Profile Title*-The title may later be edited on the “Profile” page of the form.
 - *Submitter’s E-mail*-NPASS will send an e-mail to this address specifying the Project Profile ID and password. Users will need this ID and password to return to saved drafts of their project profile and to view its status. Users should exercise care when typing their e-mail address as they cannot edit/change their e-mail address after leaving this page.

The screenshot shows the 'Create a New Project Profile' form. At the top, it says 'USDA United States Department of Agriculture Food and Nutrition Service' and 'Nutrition Project and Abstract Submission and Search System'. There is a navigation bar with links: Home, About FNS, Newsroom, Help, Contact Us. On the left, there is a 'Search FNS' section with a search bar and a 'Go' button. Below that, there is a 'Browse by Subject' section with a list of categories: Conferences, Conference Abstracts, Project Profiles (selected), and Award Nominations. The main form area has a heading 'Create a New Project Profile' and a note 'All fields with * are required'. There is a dropdown menu for 'Cross-program Collaboration Initiatives' with 'Cross-program Collaboration Initiatives' selected. Below that is a text field for 'Project Profile Title' with the placeholder text 'Eat Smart. Play Hard.: Panther in Action' and a note 'an interesting/memorable title. (Limit: 140 characters)'. Below that is a text field for 'Submitter's Email' with a note '2* - Submitter's Email: Provide an email address for the contact responsible for submitting this project profile. You will create a project profile once you complete this page and a project profile ID number and password will be emailed to you. Please save this email. You will need the ID and password to return to this project profile.' At the bottom, there is a 'Next >>' button. A yellow callout box points to the dropdown menu with the text: 'Select the appropriate Project Profile Collection under which the submission will be Considered.'

Figure W: First Page of the Project Profile Submission Form

- **Important Information Page**-this page provides technical information on using the online form including information about help tips, navigating the form, saving drafts, etc. As users complete the remainder of the Project Profile Submission Form, they can return to this page by selecting the “Important Information” option from the left navigation bar (see Figure H: Link to Important Information Page (i.e., Instructions/Criteria) From Submission Form). Selecting this option opens the Information page in a new browser window (i.e., so both the form and information pages are open at the same time).

- **Remaining Pages**-the content of the remaining Project Profile Submission Form pages include the following features (see also Figure X: Project Profile Submission Form Navigation):
 - **Page Title**-appears at the top of the form to indicate the form currently being completed.
 - **Submission ID Number**-the Project Profile ID number now appears at the top of the form under the page title. Users should include this ID number in any e-mails to NPASS Help (NPASS@fns.usda.gov).
 - **Save Draft and Return Later link**- this link appears at the top of the form under the Project Profile ID number. NPASS will store data entered on each page temporarily, but users must “save a draft” or submit their profile before leaving the form to prevent data loss. Users are encouraged to “save a draft” of their submission when interrupted by other work etc.
 - **Navigational Tabs**- located at the top of the form are navigational tabs that enable the users to jump to different sections of the form. Either the navigational tabs or buttons should be used to navigate the form. The Web browser’s “back” button should not be used to navigate the form as this will result in errors and data loss.
 - **Navigational Buttons**–“Next” and “Previous” buttons at the bottom of the form enable users to move sequentially through the form when applicable. Either the navigational tabs or buttons should be used to navigate the form. The Web browser’s “back” button should not be used to navigate the form as this will result in errors and data loss.

The screenshot shows the 'Project Profile' submission form. At the top, the USDA logo and 'Food and Nutrition Service' are visible, along with the title 'Nutrition Project and Abstract Submission and Search System'. A navigation bar includes links for Home, About FNS, Newsroom, Help, and Contact Us. On the left, a 'Search FNS' sidebar is present. The main form area is titled 'Project Profile' and displays 'Submission ID: 905'. A yellow box labeled 'Project Profile ID' points to this ID number. Below the ID is a 'Save Draft & Return Later' link, with a yellow box labeled 'Save Draft Link' pointing to it. A row of tabs (Contact, Profile, Target, Research, Funding, Programs, Keywords, Preview & Submit) is shown, with a yellow box labeled 'Navigational Tabs' pointing to them. The form fields include: 'Title' (with text 'Eat Smart. Play Hard.TM Power Plans in Action'), 'Is the project ongoing?' (radio buttons for Yes and No), '4 * - Project Start Date:' (with text '05/2007'), '5 - Project End Date:', and '6 * - Lead Department, Agency and/or Program:' (with text 'State XYZ Food Stamp Nutrition Education Implementing Agency'). A yellow box labeled '“(*)” Denoting Required Field' points to the asterisk in the field label '4 *'.

Figure X: Project Profile Submission Form Navigation

The remaining pages of the Project Profile Submission Form include:

- **Contact**- requests telephone, address and e-mail information for the individual that will serve as the main contact person for the project profile. FNS will send communication about the project profile to the contact person.

- **Profile-** allows for editing of the project profile title and requests information concerning the project start and end dates, lead agency, goals and objectives, description of the project, materials used, results, lessons learned, and partnerships.
- **Target-** asks users to indicate whether the project was targeted to a specific segment of the population (see Figure T: Target Audience Section of the Project Profile Submission Form). Users select “General Audience” if no particular race, ethnicity, age, or gender was targeted. If the project was specifically designed for specific segments of the population (by race, ethnicity, age or gender), users select the appropriate check box(es) in the table. Race and ethnicity options are based upon Office of Management and Budget directives. Users may also type in other means of audience segmentation (e.g., mothers, low-income individuals, etc.).

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Project Profile Target
 Submission ID: 905
[Save Draft & Return Later](#)

[Contact](#) [Profile](#) [Target](#) [Research](#) [Funding](#) [Programs](#) [Keywords](#) [Preview & Submit](#)

15* - Target Audience: Indicate whether the project was targeted to a specific segment of the population. If you did not target by age, gender, ethnic, or race choose General Audience.

| | |
|------------------|--|
| Age | <input type="checkbox"/> Not applicable <input type="checkbox"/> Less than 5 years <input type="checkbox"/> 5-17 years (K-12) <input type="checkbox"/> 18-59 years <input type="checkbox"/> 60 years and older |
| Gender | <input type="checkbox"/> Not applicable <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Ethnicity | <input type="checkbox"/> Not applicable <input type="checkbox"/> Hispanic/Latino? |
| Race | <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other <input type="checkbox"/> Not Applicable |
| Other | <input type="text"/> |
| OR | <input type="checkbox"/> General Audience |

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Figure T: Target Audience Section of the Project Profile Submission Form

- **Research-**Users describe what, if any, research or evaluation methods were used to support the development and implementation of the project. Users may select “Not Applicable” or chose one or more of the pre-set types of evaluation. They may also type in other research and evaluation methods in the “other” field.
- **Funding-**Users designate the project funding sources and amounts. To add a funding source, users select the “Add a New Funding Source” link in the center of the screen. Users first select type of funding source (FNS or non-FNS), and then enter the specific name of the

funding source (e.g., WIC Special Project Grant) and the amount (see Figure Z: Entering Funding Information on the Project Profile Submission Form). Monetary amounts should be entered without any commas or dollar symbols. The amount must be greater than \$0. Users then click the “Add This Funding Source” link to add the information to the form. To add additional funding sources, users select the “Add a New Funding Source” link in the center of the screen and repeat the process.

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Project Profile Funding

Submission ID: 905

[Save Draft & Return Later](#)

[Contact](#) [Profile](#) [Target](#) [Research](#) [Funding](#) [Programs](#) [Keywords](#) [Preview & Submit](#)

17* - Funding Information - Please add at least one funding source

Please specify the source of funding as well as a dollar amount below. When you are done, click **Add This Funding Source** to add this source or **Cancel** to disregard any changes.

* **Source Type** ☒ FNS ☐ Other

* **Source**

* **Amount**

[Add This Funding Source](#) [Cancel](#)

Figure Z: Entering Funding Information on the Project Profile Submission Form

Once added, funding sources and amounts are displayed in the table on the funding page (see Figure AA: Funding Information on the Project Profile Submission Form).

- To edit the funding information, users select the “Edit” link to the right of the funding source name in the table. Users may then edit the fields and submit their changes by selecting the “Commit Changes to This Funding Source” link under the “amount” field.
- To delete funding information, users select the “delete” link to the right of the funding source information in the table.

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Project Profile Funding
Submission ID: 905
Save Draft & Return Later
Contact Profile Target Research Funding Programs Keywords Preview & Submit

17 - Funding Information - Please add at least one funding source

Please verify the funding source information below. If you would like to add a new funding source, click **Add A New Funding Source** below. To edit an existing funding source, click **Edit** next to the funding source's name. To delete a funding source, click **Delete** next to the funding source's name.

| Funding Source | Organization | Amount | Edit? | Delete |
|-------------------------------|--------------|---------|----------------------|------------------------|
| FSP | FNS | \$30000 | Edit | Delete |
| Team Nutrition Training Grant | FNS | \$50000 | Edit | Delete |
| State Discretionary Funds | Other | \$30000 | Edit | Delete |

[Add A New Funding Source](#)

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Figure AA: Funding Information on the Project Profile Submission Form

- **FNS Program**-Users select all FNS programs involved in the project. At least one FNS program must be selected.
- **Keywords**-Users select the keywords that best describe the content of the project profile. Assignment of keywords is optional.
- **Preview/Submit Page**-This page enables users to preview their project profile submission on one page. NPASS will indicate missing required fields on the preview page. If all required fields are completed, a “Submit” button will display at the bottom of the page (this is similar to the Abstract submission form, see Figure M: Submit Button on a Submission Form Preview and Submit Page). Users may also withdraw their submission, by clicking the “Withdraw” link at the top of the Preview page.

- **File Upload Page**-After clicking the “Submit” button on the bottom of the Preview/Submit page, users are offered the opportunity to attach electronic resources to their submission (see Figure BB: File Upload Page of the Project Profile Submission Form). These electronic documents should be items or products that resulted from the project described in the project profile. These may include educational materials, posters, booklets, brochures, project reports, or news or journal articles.
 - Adding a Project Web Site Address-Users may enter the URL for the project Web site, by typing the Web address in the provided field and then clicking the “Add Website” button to the right of the data entry field. Added Web sites are then displayed in a table under the data entry field. Users may delete a Web site entry by clicking the “delete” link to the left of the Web site address.
 - Uploading Electronic Files-Users have the option of uploading files of the following types: Adobe Portable Document Format (.pdf), Microsoft Word (.doc), text (.txt), graphics (.jpg or .gif). Note that document saved in the default format of the 2007 Microsoft Word text editor (.docx) cannot be uploaded to NPASS. Users will have 20 minutes to attach files after clicking the “Submit” button. Users can select the “Browse” button to find the path to the file on their computer. Users should then designate the file type (.doc, .pdf, .txt, .jpg or .gif) they are uploading from the pull down menu. Clicking the “Upload” button adds the file to the Project Profile Submission Form. A table below the “Upload” button will then display all files associated with the submission. To remove a file from the Project Profile Submission Form, users click the “delete” link to the left of the file name in the table. All files are uploaded, users click the “Done Uploading Files” link at the bottom of the page. When users select this link, the project profile is sent to FNS for consideration and the user can no longer edit or add additional files to the submission.

The screenshot shows the 'Project Profile Attach Sample Material' page. At the top, there is a header with the USDA logo and 'United States Department of Agriculture Food and Nutrition Service'. Below this is a navigation bar with links: Home, About FNS, Newsroom, Help, and Contact Us. The main content area is divided into two columns. The left column contains a 'Search FNS' section with a search box and a 'Go' button, and a 'Browse by Subject' section with a list of categories: Conferences, Conference Abstracts, Project Profiles (selected), Award Nominations, and Important Information. The right column contains the 'Add a Website Link' section with a text input field for 'Website:' and an 'Add Website' button. Below this is the 'Upload a File' section with a 'File:' text input field, a 'Browse...' button, a 'File Type:' dropdown menu set to 'doc', and an 'Upload' button. At the bottom of the right column, it says 'Files associated with submission ID 905: There are currently no documents associated with this submission.' and a 'Done Uploading Files' link.

Figure BB: File Upload Page of the Project Profile Submission Form

Submission Confirmation

Once users click the “Submit” button followed by the “Done Attaching Information” link, the project profile is sent to FNS for review. The submitter receives both an onscreen confirmation as well as a confirmation letter sent to their e-mail account (see Figure CC: Project Profile Online Confirmation of Submission and Figure DD: Project Profile E-mail Confirmation of a Submission). Once the project profile has been submitted, it cannot be edited or withdrawn by the submitter. Users must contact the NPASS Administrator (NPASS@fns.usda.gov) to withdraw it.

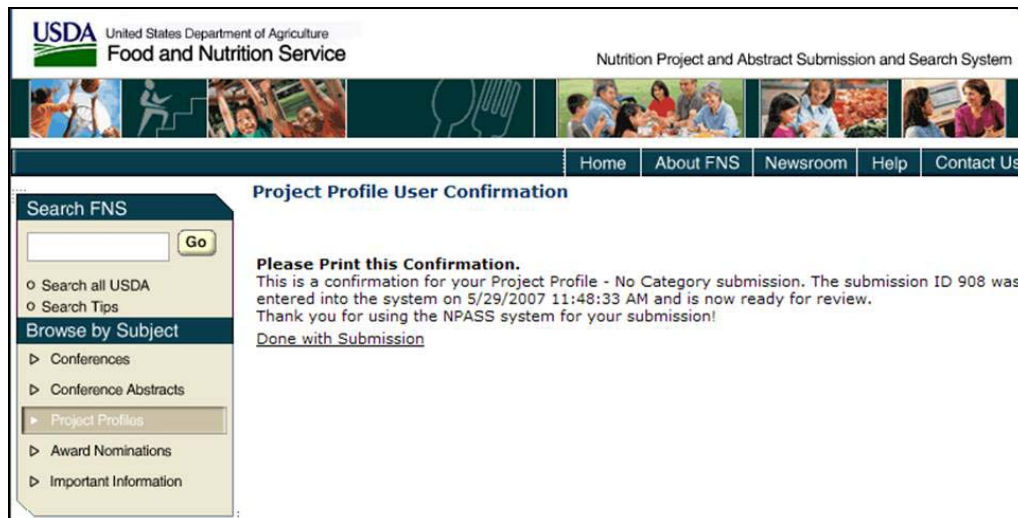


Figure CC: Project Profile Online Confirmation of Submission



Figure DD: Project Profile E-mail Confirmation of Submission

Editing a Project Profile

Users may edit a saved draft of their project profile if the Submission Close Date has not passed. The user creates a saved draft of their project profile by clicking the “Save Draft & Return Later” link at the top of the Project Profile Submission Form (see Figure X: Project Profile Submission Form Navigation). Profiles that the user has submitted to FNS cannot be edited by the submitter.

Saved project profile drafts may be accessed by selecting “Project Profiles” on the left navigation bar. On the Project Profiles page, users select the “Edit Existing” link in the “I Want To...” menu on the right side of the screen. Users will then be asked to enter the Project Profile ID and password for the profile they are attempting to edit (see Figure Q: Access Page for Editing Draft Submissions in NPASS). This information was sent to the Submitter’s e-mail account when they completed the first page of the Project Profile Submission Form. Once the ID and password is provided and the “Submit” button at the bottom of the screen is selected, users are taken to the draft of their Project Profile Submission Form. Users can edit all fields except the Submitter’s e-mail address and the project profile category (i.e., the name of the project profile collection). Users may “save” the revised draft, submit or withdraw the submission.

Viewing the Status of a Project Profile

To check the status of a submission, select “Project Profiles” on the left navigation bar. Then, select the “View Status” link in the “I Want To...” menu on the right side of the screen. Users then enter the Project Profile ID and password for the profile (see Figure Q: Access Page for Editing Draft Submissions in NPASS) and select the “Submit” button at the bottom of the screen. The ID and password are sent to the Submitter’s e-mail account when they complete the first page of the Project Profile Submission Form (see Figure R: NPASS E-mail to Submitters Indicating Submission ID and Password). The status of the profile is displayed directly below the password data entry field (see Figure S: Display of Submission Status). If the profile has a status of “draft” and the Submission Close Date has not passed, users are taken directly to the draft of the Project Profile Submission Form.

Forgotten Password and Project Profile ID

A Project Profile ID and password is needed to access a saved draft of a project profile or to view the status of a profile. After a submitter completes the first page of the Project Profile Submission Form, NPASS sends an e-mail to the submitter specifying the Project Profile ID and password. If users misplace this e-mail, they can request a reminder e-mail from NPASS. Selecting either the “Edit Existing” or “View Status” links in the “I Want To...” menu on the Project Profiles page leads users to the ID/Password page. User may click the “Forgotten Password” link on this page (see Figure Q: Access Page for Editing Draft Submissions in NPASS). Users are requested to provide the e-mail address of the submitter and then click the orange “Submit” button. If the entered e-mail address matches one in the NPASS database, the submitter will receive an e-mail listing the ID, password and title for all of his/her submissions (abstracts, award nominations and project profiles).

Changing Project Profile Passwords

NPASS automatically assigns a password to each project profile. Users can change this password to one of their choosing. Selecting either the “Edit Existing” or “View Status” links in the “I Want To...” menu on the Project Profiles page leads users to the ID/Password page. To change the password, users then select the “Change Password” link on this page. Users will then be prompted to enter the existing Project Profile ID and password, followed by the new

password. Passwords must be between 5-50 characters long and alphanumeric. Clicking on the “Submit” button establishes the new password in NPASS. Note that the password is related to the Project Profile ID and not the submitter. Consequently, the password change is only in effect for a specific Project Profile ID. Passwords for any of the submitter’s other profiles will remain unchanged.

AWARD NOMINATIONS

At certain times, FNS invites the voluntary submission of nominations for FNS Awards. These awards may be given out in conjunction with a nutrition education conference or at any other time designated by FNS.

Selecting “Award Nominations” from the left navigation bar will display the Award Nominations main page. This page provides information and instructions regarding calls for Award Nominations. Users are encouraged to review the instructions on this page before they start the submission process.

Award Nominations with a currently open submission period are displayed in the table at the bottom of the main Award Nominations page (see Figure EE: Award Nominations Main Page). More information on one of the award nomination collections displayed can be obtained by clicking on the title in the first column of the table. This displays an Award Nomination Detail page which provides a description of the award nomination collection, its submission dates and links to additional award nomination information. Users may return to the Award Nominations main page by selecting the “Award Nominations” menu item on the left navigation bar.

The screenshot shows the USDA Food and Nutrition Service website. The header includes the USDA logo and the text "United States Department of Agriculture Food and Nutrition Service". Below the header is a navigation bar with links: Home, About FNS, Newsroom, Help, and Contact Us. The main content area is divided into three sections. On the left is a "Search FNS" section with a search bar and a "Go" button. Below this is a "Browse by Subject" section with a list of categories: Conferences, Conference Abstracts, Project Profiles, and Award Nominations (which is highlighted). In the center is a text block about the LINC Awards, followed by a table of award nomination collections. On the right is a "I Want To ..." section with links: Add New, Edit Existing, View Status, and Search Awards. The footer contains various links including FNS Home, FNS Home, USDA.gov, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, USA.Gov, and White House.

| Award Nomination Collection Title | Award Nomination Collection Dates |
|---|-----------------------------------|
| FNS National Nutrition Education Conference III | 5/22/2007 - 5/30/2007 |
| FNS 2008 LINC Awards | 5/25/2007 - 6/8/2007 |

Figure EE: Award Nominations Main Page

A navigational “I Want To...” menu on the right side of the Award Nominations main page displays links to functions that are currently available to users:

- Submitting a New Award Nomination (only displays during the award nomination submission period)
- Editing an Existing Draft Award Nomination (only displays during the award nomination period)
- Viewing the Status of a Award Nomination Submission
- Search for Award Winners that have been posted by FNS

Submitting a New Award Nomination

To submit a new award nomination, users are encouraged to first review the instructions on the Award Nominations main page. Click the “Add New” link in the “I Want To...” menu on the right side of the Award Nominations page to go to the first page of the Award Nomination Submission Form.

Award Nomination Submission Tips:

- On the Project Profile Submission Form, a red “*” denotes questions for which answers are required (i.e., users may not submit their award nomination unless these fields are completed).
- Help tips are available at certain places throughout the form. These tips are denoted by the “?” symbol and are visible when the user places the mouse cursor over the top of the symbol (see Figure F: Submission Form Help Tip Example). NPASS Help Tips provide definitions for terms and/or give added guidance on how to answer form questions.
- Users may save a draft of their award nomination and return later to complete the submission process. However, the award nomination must be submitted before the end of the submission period.
- Users may withdraw draft versions of their award nomination from consideration. Once an award nomination is submitted to FNS, users must contact the NPASS Administrator (NPASS@fns.usda.gov) to withdraw it.
- Once an award nomination is submitted, users may not edit their submission.
- NPASS does not include a spell check or word count feature. Users are encouraged to write, spell check, and check the length of their award nomination using a Word Processing program. The award nomination can then be cut and pasted into the NPASS form. Users are also encouraged to carefully review their submission on the form’s Preview and Submit page to check for grammatical and spelling errors.

Parts of the Award Nomination Submission Form:

- **First Page**-this page creates an account for the award nomination in the NPASS database. When the submitter completes all requested fields and clicks the “Next” button at the bottom of the page, the award nomination is assigned its own unique ID and password. The Award Nomination ID and password is sent to the submitter in an e-mail message. The ID and password are needed for users to gain access to a saved draft of their award nomination or to view its status. The first page of the Award Nomination Submission Form requests the following information:
 - *Award Category*-Users designate the award category under which they wish the nominee to be considered (see Figure FF: First Page of the Award Nomination Form Showing Collection Cycle Selection). Only one category may be selected per form.
 - *Title of the Project*-The title may later be edited on the Nominee page of the form.
 - *Submitter's E-mail*-NPASS will send an e-mail to this address specifying the Award Nomination ID and password. Users will need this ID and password to return to saved drafts of their nomination and to view its status. Users should exercise care when typing their e-mail address as they cannot edit/change their e-mail address after leaving this page.
 - *Nominee Type*-Users indicate whether the nominee is an individual or an organization.

The screenshot shows the 'Create a New Award Nomination' form. At the top, there's a USDA logo and 'Food and Nutrition Service' text. A navigation bar includes 'Home', 'About FNS', 'Newsroom', 'Help', and 'Contact Us'. On the left, a 'Search FNS' box and a 'Browse by Subject' menu are visible. The main form area has a dropdown for 'Award Category' with options like 'FNS National Nutrition Education Conference III' and 'FNS 2008 LINC Awards'. Below this is a section for '2* - Title of Project Nominated' with a text input field. Then, '3* - Submitter's Email' with another text input field. At the bottom, '4* - Are you nominating an individual or an organization?' with radio buttons and a 'Next >>' button.

Figure FF: First Page of the Award Nomination Form Showing Collection Cycle Selection

- **Important Information Page**- this page provides technical information on using the online form including submission tips, navigating the form, saving drafts, etc. As users complete the remainder of the Award Nomination Submission Form, they can return to this page by selecting the “Important Information” option from the left navigation bar (see Figure H: Link to Important Information Page (i.e., Instructions/Criteria) From Submission Form).

Selecting this option opens the Information page in a new browser window (i.e., so both the form and information pages are open at the same time).

- **Remaining Pages**-the content of the remaining Award Nomination Submission Form pages include the following features (see also Figure GG: Award Nomination Submission Form Remaining Pages):
 - **Page Title**-appears at the top of the form to indicate the form currently being completed.
 - **Submission ID Number**-the Award Nomination ID number now appears at the top of the form under the page title. Include this ID number in any e-mails to NPASS Help (NPASS@fns.usda.gov).
 - **Save Draft and Return Later Link**- this link appears at the top of the form under the Award Nomination ID number. NPASS will store data entered on each page temporarily, but users must “save a draft” or submit their award nomination before leaving the form to prevent data loss. Users are encouraged to “save a draft” of their submission when interrupted by other work.
 - **Navigational Tabs**-users may go to different sections of the form by clicking on navigational tabs at the top of the form. Either the navigational tabs or buttons should be used to navigate the form. The Web browser’s “back” button should not be used to navigate the form as this will result in errors and data loss.
 - **Navigational Buttons**-"Next" and "Previous" buttons at the bottom of the form enable users to move sequentially through the form when applicable. Either the navigational tabs or buttons should be used to navigate the form. The Web browser’s “back” button should not be used to navigate the form as this will result in errors and data loss.

The screenshot shows the 'Award Nomination' page of the NPASS system. The header includes the USDA logo and navigation links: Home, About FNS, Newsroom, Help, and Contact Us. A sidebar on the left titled 'Search FNS' contains a search bar and a 'Browse by Subject' menu with options like Conferences, Conference Abstracts, Project Profiles, Award Nominations (selected), and Important Information. The main content area is titled 'Award Nomination' and displays 'Submission ID: 910' and a 'Save Draft & Return Later' link. Below this is a row of navigational tabs: Contact, Nominee, Funding, Nomination (active), Programs, Keywords, and Preview & Submit. The form fields include 'Project Nominated Title' (with the example 'Loving You Family Facilitated Discussions'), '8* - Project Start Date' (with a date picker), '9 - Project End Date' (with a date picker), and '10* - Goals of the Project' (a large text area). Annotations with yellow boxes and arrows point to specific features: 'Award Nomination ID' points to the submission ID; 'Save Draft Link' points to the 'Save Draft & Return Later' link; 'Navigational Tabs' points to the tab row; and '“(*)” Denotes Required Field’ points to the asterisk in the field labels.

Figure GG: Award Nomination Submission Form Remaining Pages

The remaining pages of the Award Nomination Submission Form include:

- **Contact**-This page requests telephone, address and e-mail information for the individual submitting the award nomination.
- **Nominee**-This page requests contact information for the organization or individual being nominated. For organizations, information for two contact persons at the organization is required.
- **Funding**-Users designate the project funding sources and amounts. To add a funding source, users select the “Add a New Funding Source” link in the center of the screen. Users first select the type of funding source (FNS or non-FNS), and then type the specific name of the funding source (e.g., WIC Special Project Grant), and the amount. Monetary amounts should be entered without any commas or dollar symbols. The amount must be greater than \$0. Users then click the “Add This Funding Source” link. To add additional funding sources, users select the “Add a New Funding source” link in the center of the screen and repeat the process. Once added, funding sources and amounts are displayed in the table on the funding page.
 - To edit the funding information, users select the “Edit” link to the right of the funding source name in the table (Figure HH: Example of Funding Information on Award Nomination Submission Form). Users may then edit the fields and submit their changes by selecting the “Commit Changes to This Funding Source” link under the “amount” field.
 - To delete funding information, users select the “delete” link to the right of the funding source information in the table.

USDA United States Department of Agriculture
Food and Nutrition Service

Nutrition Project and Abstract Submission and Search System

Home About FNS Newsroom Help Contact Us

Award Nomination Funding

Submission ID: 909
[Save Draft & Return Later](#)

[Contact](#) [Nominee](#) [Funding](#) [Nomination](#) [Programs](#) [Keywords](#) [Preview & Submit](#)

7* - Funding Information - Please add at least one funding source

Please verify the funding source information below. If you would like to add a new funding source, click **Add A New Funding Source** below. To edit an existing funding source, click **Edit** next to the funding source's name. To delete a funding source, click **Delete** next to the funding source's name.

| Funding Source | Organization | Amount | Edit? | Delete |
|---------------------------|--------------|---------|----------------------|------------------------|
| Food Stamp Program | FNS | \$35000 | Edit | Delete |
| State Discretionary Funds | Other | \$20000 | Edit | Delete |
| State In-Kind Donation | FNS | \$15000 | Edit | Delete |

[Add A New Funding Source](#)

[<< Previous](#) [Next >>](#)

[Top](#)

Figure HH: Example of Funding Information on Award Nomination Submission Form

- **Nominee**-This page allows for editing of the award nomination title and requests information concerning the project start and end dates, goals and objectives,

description of the project, how the project meets the award criteria, and results/outcomes.

- **Programs**-This page requests information regarding programs involved with the project. At least one FNS program must be selected to submit the nomination to FNS; however, the selection criteria may stipulate involvement of more than one FNS program.
 - **FNS Programs**-Users select all FNS programs involved in the project by marking the check box next to the program name (see Figure II: Indicating FNS Program Involvement on Award Nomination Submission Form). Users must provide a name, title, and phone number for a contact associated with each FNS program selected.

The screenshot displays the 'Award Nomination Programs' section of the NPASS submission form. On the left, a sidebar contains a 'Search FNS' box with a 'Go' button, and a 'Browse by Subject' menu with options like 'Conferences', 'Conference Abstracts', 'Project Profiles', 'Award Nominations', and 'Important Information'. The main content area features a navigation bar with tabs: 'Contact', 'Nominee', 'Funding', 'Nomination', 'Programs', 'Keywords', and 'Preview & Submit'. Below this, a section titled '15* - FNS Program: Check all that apply. You must provide a name, title, and phone number for a contact associated with each program you select.' lists four FNS programs, each with a checkbox and associated contact fields (Name, Title, Number, Email). The first program is 'Child Nutrition Program - Summer Food (SFSP)'. A yellow callout box points to the checkbox for the first program, stating 'Check Box to Indicate Program Involvement'. Another yellow callout box points to the contact fields for the first program, stating 'Required Fields if Above Box is Checked'.

Figure II: Indicating FNS Program Involvement on Award Nomination Submission Form

- **Other Programs**-Users may also add the name and contact persons for non-FNS programs, by scrolling to the bottom of the page and completing the “Other Programs” fields (Figure JJ: Bottom of Programs Page of the Award Nomination Submission Form). Users must provide a name, title, and phone number for a contact associated with each program entered. Once the “other” program information is entered, users must select the “Add New” button to add the program information to the Submission Form. The added programs are displayed in a table under the “Add New” button. To delete a program from the table, users select the “Delete” button in the right column.

☐ The Emergency Food Assistance Program (TEFAP)

* Contact Name:

* Contact Title:

* Contact Number:

Contact Email:

Other Programs

Other Program: *

Contact Name: *

Contact Title: *

Contact Number: *

Contact Email:

Table Showing Other Programs Added by User.

| Other Program | Contact | Title | Phone | Email | Delete? |
|-------------------------|-------------|----------|----------------|---------------------------|------------------------|
| Hispanic Health Council | Maria Lopez | Director | (703) 305-2201 | Maria.lopez@somewhere.org | Delete |

[Top](#)

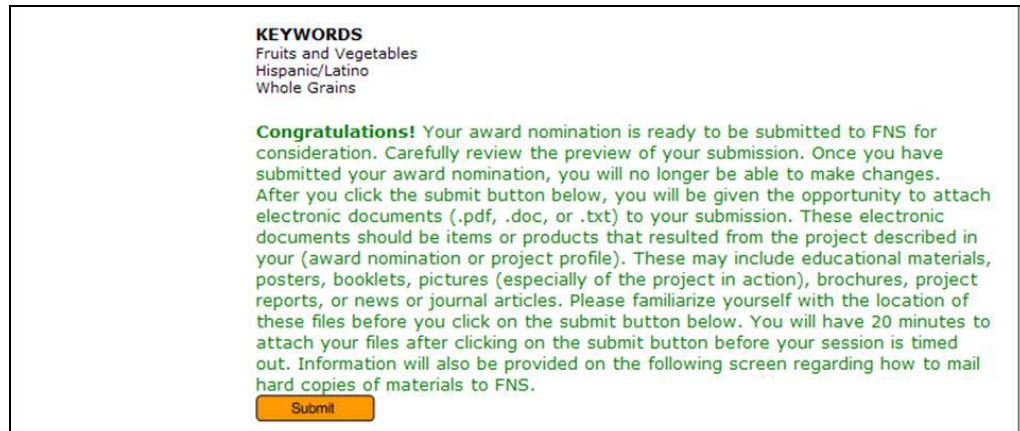
Indicate Non-FNS Program Involvement at Bottom of "Programs" Page.

Click "Add New" to Enter "Other Program" Data Typed Above.

Figure JJ: Bottom of Programs Page of the Award Nomination Submission Form

- **Keywords**-Users select the keywords that best describe the content of the project. Assignment of keywords is optional.

- **Preview/Submit Page**-This page enables users to preview their entire award nomination submission on one page. NPASS will indicate missing required fields on the preview page. If all required fields are completed, a “Submit” button will display at the bottom of the page (see Figure KK: Submit Button at Bottom of Award Nomination Preview /Submit Page). Users may also withdraw their submission, by clicking the “Withdraw” link at the top of the Preview page.



KEYWORDS
Fruits and Vegetables
Hispanic/Latino
Whole Grains

Congratulations! Your award nomination is ready to be submitted to FNS for consideration. Carefully review the preview of your submission. Once you have submitted your award nomination, you will no longer be able to make changes. After you click the submit button below, you will be given the opportunity to attach electronic documents (.pdf, .doc, or .txt) to your submission. These electronic documents should be items or products that resulted from the project described in your (award nomination or project profile). These may include educational materials, posters, booklets, pictures (especially of the project in action), brochures, project reports, or news or journal articles. Please familiarize yourself with the location of these files before you click on the submit button below. You will have 20 minutes to attach your files after clicking on the submit button before your session is timed out. Information will also be provided on the following screen regarding how to mail hard copies of materials to FNS.

[Submit](#)

Figure KK: Submit Button at Bottom of Award Nomination Preview /Submit Page.

- **File Upload Page**-After clicking the “Submit” button on the bottom of the Preview/Submit page, users are offered the opportunity to attach electronic resources to their submission (see Figure LL: Award Nomination File Upload Page). These electronic documents should be items or products that resulted from the project described in the award nomination. These may include educational materials, posters, booklets, brochures, project reports, or news or journal articles.

USDA United States Department of Agriculture
Food and Nutrition Service

Nutrition Project and Abstract Submission and Search System

Home About FNS Newsroom Help Contact Us

Award Nomination Attach Sample Material

Search FNS

Go

Search all USDA
Search Tips

Browse by Subject

- Conferences
- Conference Abstracts
- Project Profiles
- Award Nominations**
- Important Information

Add a Website Link:

Website:

| Delete? | Website |
|------------------------|------------------|
| Delete | www.fns.usda.gov |

Upload a File:

File:

File Type:

Files associated with submission ID 909:

| Delete? | Document Name | Document Type |
|------------------------|---------------------|---------------|
| Delete | collectioncycle.doc | doc |

[Done Attaching Information](#)

Figure LL: Award Nomination File Upload Page

- **Adding the Project Web Site Address**-Users may enter the URL for the project Web site, by typing the Web address in the provided field and then clicking the “Add Website” button to the right of the data entry field. Added Web sites are then displayed in a table under the data entry field. Users may delete a Web site entry by clicking the “delete” link to the left of the Web site address.
- **Uploading Electronic Files**-Users have the option of uploading files of the following types: Adobe Portable Document Format (.pdf), Microsoft Word (.doc), text (.txt), graphics (.jpg or .gif). Note that document saved in the default format of the 2007 Microsoft Word text editor (.docx) cannot be uploaded to NPASS. Users will have 20 minutes to attach files after clicking the “Submit” button. Users can select the “Browse” button to find the path to the file on their computer. Users should then designate the file type (.doc, .pdf, .txt, .jpg or .gif) they are uploading from the pull down menu. Clicking the “Upload” button adds the file to the Award Nomination Submission Form. A table below the Upload button will then display all files associated with the submission. To remove a file from the Award

Nomination Submission Form, users click the “delete” link to the left of the file name in the table. Once all files are uploaded, users click the “Done Attaching Information” link at the bottom of the page. Once users select this link, the award nomination is sent to FNS for consideration. The user can no longer edit or add additional files to the submission.

Submission Confirmation

Once users click the Submit button followed by the “Done Attaching Information” link, the award nomination is sent to FNS for review. The submitter receives both an onscreen confirmation as well as a confirmation letter sent to their e-mail account (see Figure MM: Award Nomination Submission Confirmation). Once the award nomination has been submitted, it cannot be edited or withdrawn by the submitter.

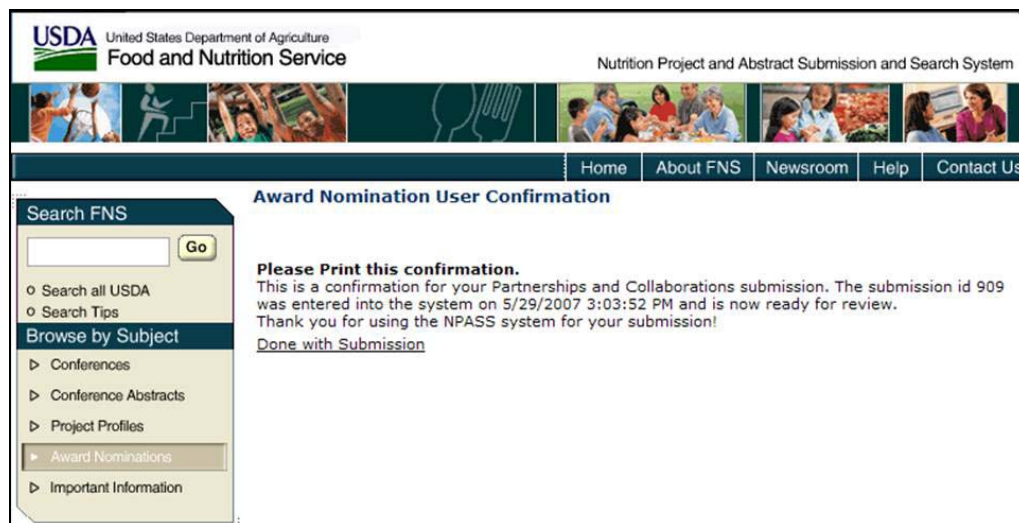


Figure MM: Award Nomination Submission Confirmation

Editing an Award Nomination

Users may edit the saved draft of their award nomination if the Submission Close Date has not passed. The user creates a saved draft of their project profile by clicking the “Save Draft & Return Later” link at the top of the Award Nomination Submission Form. Award Nominations that the user has submitted to FNS cannot be edited by public users.

A saved award nomination draft may be accessed by selecting “Award Nominations” on the left navigation bar. On the Award Nominations page, users select the “Edit Existing” link in the “I Want To...” menu on the right side of the screen. Users will then be asked to enter the Award Nomination ID and password for the nomination they are attempting to edit (see Figure Q: Access Page for Editing Draft Submissions in NPASS). This information was sent to the Submitter’s e-mail account when they completed the first page of the Award Nomination Submission Form. Once the ID and password is provided and the “Submit” button at the bottom of the screen is selected, users are taken to the draft of their Award Nomination Submission Form. Users can edit all fields except the Submitter’s e-mail address, award category and type

of nominee (i.e., individual verses organization). Users may “Save” the revised draft, submit or withdraw the submission.

Viewing the Status of an Award Nomination

To check the status of a submission, select “Award Nominations” on the left navigation bar. Then, select the “View Status” link in the “I Want To...” menu on the right side of the screen. Users then enter the Award Nomination ID and password for the submission (see Figure Q: Access Page for Editing Draft Submissions in NPASS) and select the “Submit” button at the bottom of the screen. The ID and password are sent to the Submitter’s e-mail account when they complete the first page of the Award Nomination Submission Form (see Figure R: NPASS E-mail to Submitters Indicating Submission ID and Password). The status of the award nomination is displayed directly below the password data entry field (see Figure S: Display of Submission Status). If the award nomination has a status of “draft” and the Submission Close Date has not passed, users are taken directly to the draft of the Award Nomination Submission Form.

Forgotten Password and Award Nomination ID

An Award Nomination ID and password is needed to access saved drafts of award nominations or to view the status of a nomination. After a submitter completes the first page of the Award Nomination Submission Form, NPASS sends an e-mail to the submitter specifying the Award Nomination ID and password. If users misplace this e-mail, they can request a reminder e-mail from NPASS. Selecting either the “Edit Existing” or “View Status” links in the “I Want To...” menu on the Award Nominations page leads users to the ID/Password page. To receive a reminder e-mail from NPASS that contains the password and Award Nomination ID, users should click the “Forgotten Password” link on this page (see Figure Q: Access Page for Editing Draft Submissions in NPASS). Users are requested to provide the e-mail address of the award nomination submitter and then click the orange “Submit” button. If the entered e-mail address matches one in the NPASS database, the submitter will receive an e-mail listing the ID, password and title for all of his/her submissions (abstracts, award nominations and project profiles).

Changing Award Nomination Passwords

NPASS automatically assigns a password to each award nomination. Users can change this password to one of their choosing. Selecting either the “Edit Existing” or “View Status” links in the “I Want To...” menu on the Award Nominations page leads users to the ID/Password page (see Figure Q: Access Page for Editing Draft Submissions in NPASS). To change the password, users select the “Change Password” link on this page. Then, users are prompted to enter the current Award Nomination ID and password, followed by the new password (Figure U: Page to Change Submission Password in NPASS). Passwords must be between 5-50 characters long and alphanumeric. Clicking on the “Submit” button establishes the new password in NPASS. Note that the password is related to the Award Nomination ID and not the submitter. Consequently, the password change is only in effect for a specific award nomination ID. Passwords for any of the submitter’s other nominations will remain unchanged.

VIEWING POSTED ABSTRACTS, PROJECT PROFILES AND AWARD NOMINATIONS

Public users may view accepted abstracts and project profiles and the award nomination forms for award winners/finalists. There are two methods for viewing these submissions:

- Searching the NPASS database using a simple search method or an advanced search method.
- Browsing by title or author's last name

Searching the NPASS Database

Users can search the NPASS database for accepted abstracts, project profiles and the award nominations of award winners. Accepted submissions are available for viewing by the public when the NPASS Administrator posts them for public viewing. For conferences, accepted abstracts are typically posted close to the dates of the conference. The following submissions are not available to the public using this search: rejected, withdrawn, draft and those pending review.

Upon its release in January 2008, NPASS contained abstracts from FNS' 2003 and 2005 National Nutrition Education Conference, but no previous award nominations or project profile submissions.

From the NPASS home page, users can access the NPASS Search page by clicking on the "Search Abstracts, Award Finalists, Projects" link in the "I Want To" menu on the right side of the screen. Users may also access the NPASS Search page from the Conference Abstracts, Project Profiles or Award Nominations pages by clicking on the "Search..." link in the "I Want To..." menu on the right side of the screen.

To perform a simple search, users select a type of submission (i.e., abstract, award nomination or project profile), enter a search term and select the “Search Posted Submissions” button on the bottom of the page (see Figure NN: NPASS Simple Search for Posted Abstracts, Award Nominations and Project Profiles). Only one search term may be entered. Searching “nutrition, exercise” will not search for “nutrition” and/or “exercise”. Rather, NPASS will search abstracts for the entire term “nutrition, exercise” appearing exactly as typed into the search field. The simple search will look for the term in the following fields:

- For abstracts:
 - Conference year
 - Abstract title
 - Authors’ first and last name
 - Other dynamic fields that the NPASS administrator has designated as searchable
- For award nominations:
 - Conference year
 - Award nomination title
 - Award nominee first and last name
 - Other dynamic fields that the NPASS administrator has designated as searchable
- For project profiles:
 - Project profile title
 - Submitter first and last name
 - Other dynamic fields that the NPASS administrator has designated as searchable

The screenshot shows the NPASS Simple Search interface. At the top, the USDA logo and "United States Department of Agriculture Food and Nutrition Service" are displayed. Below this is a navigation bar with links: Home, About FNS, Newsroom, Help, and Contact Us. The main content area is titled "Search Accepted Conference Abstracts, Award Finalists, and Project Profiles". It includes a search box with a "Go" button, a "Search all USDA" link, and a "Search Tips" link. A "Browse by Subject" section lists: Conferences, Conference Abstracts, Project Profiles, and Award Nominations. The search results section is titled "What do you want to search for?" and shows a dropdown menu with "Abstracts" selected. Below this is a "Simple Search:" section with a text input field containing "vegetables" and a "Search Posted Submissions" button. A "I Want To ..." sidebar on the right lists: Search submissions, Browse by Title, and Browse by Author.

Figure NN: NPASS Simple Search for Posted Abstracts, Award Nominations and Project Profiles

For more advanced search options, users select the “Advanced” button on the bottom of the NPASS Search page (Figure NN: NPASS Simple Search for Posted Abstracts, Award Nominations and Project Profiles). The advanced search enables users to query for terms in specific database fields: author, submission title, keywords, programs, and conference year. For searching by keywords and programs, users make selections from a provided list. This list is visible by clicking the “Show” button (see Figure OO: NPASS Advanced Search for Posted Abstracts, Award Nominations or Project Profiles). Multiple keywords or programs may be selected by marking the desired check boxes. Once selections are made, users can hide the list by clicking the “Hide” button (see Figure PP: NPASS Advanced Search Using Keywords). Once all terms have been entered and/or selected on the advanced search page, users submit their search by clicking the orange “Search Posted Submissions” button on the bottom of the page (after the “year” field). To return to the simple search page, users select the “Hide Advanced” button on the bottom of the page (after the “year” field).

The screenshot shows the NPASS Advanced Search interface. At the top, the USDA logo and 'Food and Nutrition Service' are displayed. Below this is a navigation bar with links: Home, About FNS, Newsroom, Help, and Contact Us. The main content area is titled 'Search Accepted Conference Abstracts, Award Finalists, and Project Profiles'. It includes a search form with fields for Author, Title, Keywords, Programs, and Year. A 'Show' button is located next to the Keywords field, and a callout box points to it with the text 'Click "Show" to Reveal Lists of Keywords or Programs'. The page also features a 'Search FNS' sidebar on the left and a 'Search Posted Submissions' button at the bottom.

Figure OO: NPASS Advanced Search for Posted Abstracts, Award Nominations or Project Profiles

The screenshot displays the NPASS Advanced Search page. At the top, a banner for 'Food and Nutrition Service' is visible, followed by a navigation bar with links: Home, About FNS, Newsroom, Help, and Contact Us. The main content area is titled 'Search Accepted Conference Abstracts, Award Finalists, and Project Profiles'. It includes a search box with a 'Go' button and a 'Browse by Subject' dropdown menu. The 'Advanced Search' section contains fields for Author, Title, and Keywords, along with a 'Hide' button. A list of keyword categories with checkboxes is provided, including 'Balancing Calorie Intake and Expenditure', 'Breastfeeding', 'Collaborations and Partnerships', 'Cooking and Food Preparation', 'Dietary Guidelines for Americans', 'Dietary Quality', and 'Fruits and Vegetables'. Annotations include a yellow box on the left stating 'Check Boxes to Search on One or More Keyword Terms' with an arrow pointing to the keyword list, and a yellow box on the right stating 'Click "Hide" to Hide the Expanded Keyword List' with an arrow pointing to the 'Hide' button.

Food and Nutrition Service

Nutrition Project and Abstract Submission and Search System

Home About FNS Newsroom Help Contact Us

Search FNS

Go

Search all USDA
Search Tips

Browse by Subject

Conferences
Conference Abstracts
Project Profiles
Award Nominations

Search Accepted Conference Abstracts, Award Finalists, and Project Profiles

Search for accepted Abstracts, Project Profiles and Award Finalists/Winners by entering your search terms below. Accepted conference abstracts are posted close to the date of the conference. The following submissions are not available using this search: rejected, withdrawn, draft and those pending review. Please do not use the "Back" button on your browser to navigate through the search forms.

What do you want to search for?

Abstracts

Advanced Search:

Author:

Title:

Keywords: Hide

☐ Balancing Calorie Intake and Expenditure

☐ Breastfeeding

☐ Collaborations and Partnerships

☐ Cooking and Food Preparation

☐ Dietary Guidelines for Americans

Dietary Quality

☐ Fruits and Vegetables

I Want To ...

Search submissions
Browse by Title
Browse by Author

Check Boxes to Search on One or More Keyword Terms

Click "Hide" to Hide the Expanded Keyword List

Figure PP: NPASS Advanced Search Using Keywords

Search results are displayed in a table showing the Submission Title, Author/Speaker (for Abstracts), Nominee (for Award Nominations), Submitter (for Project Profiles) and Conference Year (if applicable). Results are sorted alphabetically by submission title (see Figure QQ: NPASS Search Results Page). To view a submission in the table, users click on the title. The submission is then opened as a PDF document.

The screenshot shows the NPASS Search Results Page. The header includes the USDA logo and the title 'Nutrition Project and Abstract Submission and Search System'. The main content area displays '2 Search Results Found' and a table of results. The table has columns for Title, Author, and Year. The results are:

| Title | Author | Year |
|--|------------------|------|
| Connecting With Kids: Using Live Theater to Communicate Your Message | Spann, Sandra H. | 2005 |
| Super Star Nutrition For Kids - Improving the Nutrition Environment in Child Care Settings | Martin, Lynn A. | 2005 |

Annotations on the page include:

- A yellow box labeled 'Click Title to See Abstract' with an arrow pointing to the title link in the first row of the table.
- A yellow box labeled 'Modify Your Search' with an arrow pointing to the 'What do you want to search for?' section.

Figure QQ: NPASS Search Results Page

Browsing the NPASS Database

Browsing accepted submissions may be useful for users that are uncertain of the exact spelling of an author's last name or the wording of the submission title.

Users can browse submissions from the NPASS Search page. From the NPASS home page, users can access the NPASS Search page by clicking on the "Search Abstracts, Award Finalists, Projects" link in the "I Want To" menu on the right side of the screen. Users may also access the NPASS Search page from the Conference Abstracts, Project Profiles or Award Nominations main pages by clicking on the "Search..." link in the "I Want To..." menu on the right side of the screen. Once on the NPASS Search page, users may browse by author or title by selecting the appropriate link in the "I Want To..." menu on the right side of the screen.

After selecting the “Browse by Title” link, users are taken to the Selection by Title page (see Figure RR: Browsing Posted Submissions by Title). Users are asked to specify the name of the collection cycle (e.g., the name of a conference) and the type of submission (i.e., abstract, award nomination, or project profile). Once these selections are made, users click on the “Search Posted Submissions” button to generate the list of Submissions by Title. Results are sorted alphabetically by title.

The screenshot shows the USDA Food and Nutrition Service website. The header includes the USDA logo and the text "United States Department of Agriculture Food and Nutrition Service" and "Nutrition Project and Abstract Submission and Search System". A navigation bar contains links: Home, About FNS, Newsroom, Help, and Contact Us. On the left, there is a "Search FNS" section with a search bar and a "Go" button, and a "Browse by Subject" section with a list of categories: Conferences, Conference Abstracts, Project Profiles, and Award Nominations. In the center, the "Submission Listing by Title" section is displayed. It features a "Please choose:" label above a dropdown menu showing "FNS National Nutrition Conference 2". Below this is another dropdown menu showing "Abstracts". A "Search Posted Submissions" button is located below the second dropdown. On the right, there is a "I Want To ..." section with three links: Search submissions, Browse by Title, and Browse by Author.

Figure RR: Browsing Posted Submissions by Title

After selecting the “Browse by Author” link, users are taken to the Selection by Author page (see Figure SS: Browsing Accepted Submissions by Author). Users are asked to specify the name of the collection cycle (e.g., the name of a conference) and the type of submission (i.e., abstract, award nomination, or project profile). Once these selections are made, users click on the “Search Posted Submissions” button to generate the list of Submissions by Author. Results are sorted alphabetically by title.

Search results are displayed in a table showing the Submission Title, Author/Speaker (for Abstracts)/Nominee (for Award Nominations)/Submitter (for Project Profiles) and Conference Year (if applicable). To view a submission in the table, users click on the title. The submission is then opened as a PDF document.

The screenshot displays the USDA Food and Nutrition Service website. At the top, the USDA logo and 'United States Department of Agriculture Food and Nutrition Service' are visible, along with the title 'Nutrition Project and Abstract Submission and Search System'. A navigation bar includes links for Home, About FNS, Newsroom, Help, and Contact Us. The main content area is titled 'Submission Listing by Author'. On the left, there is a 'Search FNS' section with a search bar and a 'Go' button, and a 'Browse by Subject' section with links to Conferences, Conference Abstracts, Project Profiles, and Award Nominations. In the center, a form titled 'Please choose:' contains two dropdown menus: 'Past Project Profile Collection' and 'Project Profiles', followed by a 'Search Posted Submissions' button. On the right, a 'I Want To ...' section offers links to 'Search submissions', 'Browse by Title', and 'Browse by Author'. The footer contains various links including FNS Home, FNCS Home, USDA.gov, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, USA.Gov, and White House.

Figure SS: Browsing Accepted Submissions by Author